

M e m o r a n d u m

Date: December 4, 2009

To: Conejo Inspection Facility
Attention: Lieutenant S. C. Munday

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.13159.010

Subject: 2009 COMMAND PROPERTY INSPECTION REPORT

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on August 31, 2009. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E).

According to the OPI inventory lists, the command had a total property inventory population of 185 items (a). The statistically-valid sample at a 95 percent confidence level ± 5 percent error rate provided a total stratified sample size of 47 items when rounded to the nearest whole number (d).

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
ICU Decals	109	58.92%	27.69	28
Telecommunications	41	22.16%	10.42	10
Fleet	0	0.00%	0.00	0
Weapons	35	18.92%	8.89	9
Total	185			47

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 47 of the 47 items were located. Two items, a shotgun and a cell phone, were unavailable on the date of this property inspection due to the employee being out of the office. Hence, for verification purposes, a photograph of these two items displaying their respective serial numbers, with a background from a local newspaper dated August 27, 2009,

Safety, Service, and Security

Conejo Inspection Facility

Page 2

December 4, 2009

were included in this report. Additionally, one of the 47 located items requires a serial number listed on the inventory records be corrected and two of the 47 located items require a replacement decal. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

I request your command research and investigate all discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspections through your respective Division by March 4, 2010.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.



M. C. A. SANTIAGO
Assistant Commissioner

Attachments

cc: Office of the Assistant Commissioner, Field
Coastal Division
Fiscal Management Section
Telecommunications Section
Office of Inspections, Audits Unit

ATTACHMENT A

**OFFICE OF INSPECTIONS, AUDIT UNIT
PROPERTY INSPECTION DISCREPANCY REPORT
CONEJO INSPECTION FACILITY
AUGUST 31, 2009**

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
CAMERA DIGITAL	116295			X			SERIAL # IS 163934 NOT S010164535A
Hand-Held Radio	R67040			X			ASSET TAG DAMAGED. NEED REPLACEMENT.
Hand-Held Radio	R67331			X			ASSET TAG DAMAGED. NEED REPLACEMENT.

ATTACHMENT B

CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY RECORD INSPECTION REPORT
"Area-#771"

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT								
1	101984	CLEANER FLOOR SCRUBBER P0766D6002						
2	106335	JACK LONG CHASSIS SERVICE 10 TON766D700	X					SERIAL # NOT LOCATED.
3	108557	TIMER REACTION ELECTRONIC HAND-HELD	X					
4	110920	RADAR TRAFFIC MOUNTED	X					
5	114708	ROUTER	X					
6	116295	CAMERA DIGITAL	X					
7	130690	ROUTER	X				X	SERIAL # IS 163934. NOT S010164535A
8	131555	RADAR VEHICLE MOUNTED	X					
9	134399	FILE SERVER	X					
10	137869	HAND HELD RADAR UNIT	X					
11	137870	HAND HELD RADAR UNIT	X					
12	139554	PRINTER	X					
13	146748	DIGITAL CAMERA	X					
14	146751	PRINTER DOCK SERIES 3	X					
15	149336	COMPUTER	X					
16	149704	COMPUTER	X					
17	163155	TELEVISION 19" LCD	X					
18	76449	WHEEL LOAD SCALES	X					
19	76453	WHEEL LOAD SCALES	X					
20	77447	WHEEL LOAD SCALE	X					
21	77476	WHEEL LOAD SCALES	X					

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY RECORD INSPECTION REPORT
"Area-#771"

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
22 77526	PAT SCALE	85382C	X					
23 77608	PAT SCALE	85221C	X					
24 79532	CAMERA SPECTRA SE	H6N1988QNB	X					
25 90823	RECORDER CASSETTE P0766H0004		X					
26 93279	CAMERA 35MM	1630430	X					
27 94836	SCALES ELECTRONIC P032085	1078	X					
28 99600	REFRIGERATOR/FREEZE P0766D5012	224219270	X					

LEGEND
 (Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

ATTACHMENT C

ATTACHMENT C

[illegible]





ATTACHMENT D

Attachment D purposely does not contain an inventory record.

At the time of the Conejo Inspection Facility property inspection, no Department vehicles were listed on the Fleet Operations' inventory records. A visual inspection of the facility for Department vehicles was conducted but no vehicles were identified, which validates the inventory record.

ATTACHMENT E

Department of California Highway Patrol
Complete Area Inventory
771 - Conejo IF

August 12, 2009

Officer Issued Weapons

[REDACTED]

Issued to officer

<u>ID#</u>	<u>Last Name</u>	<u>First Name</u>	<u>Ser#</u>	<u>Control#</u>	<u>Comments</u>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
461	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
46	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
46	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
46	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	

Issued to officer: [REDACTED]

[REDACTED]

Issued to officer

<u>ID#</u>	<u>Last Name</u>	<u>First Name</u>	<u>Ser#</u>	<u>Control#</u>	<u>Comments</u>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	

Issued to officer: [REDACTED]

Officer Issued Weapons Total: [REDACTED]

Area Issued Weapons

[REDACTED]

Complete Area Inventory

771 - Conejo IF

August 12, 2009

Ser#

Control#

Comments

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

(202) Issued to Area/Division

Ser#

Control#

Comments

YES

[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

YES

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

YES

[REDACTED]
[REDACTED]

NO
ITACATED

Issued to Area/Division:

[REDACTED]

Ser#

Control#

Comments

[REDACTED]

[REDACTED]

Ser#

Control#

Comments

[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

Issued to Area/Division

Ser#

Control#

Comments

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

.Issued to Area/Division:

[REDACTED]

Department of California Highway Patrol

Complete Area Inventory

771 - Conejo IF

August 12, 2009

Area Issued Weapons Total: [REDACTED]

Area Grand Total: [REDACTED]



THURSDAY, AUGUST 27, 2003

Los Angeles T

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